

## HELPFUL HINTS FOR WRITING GRANTS

1. FOLLOW THE RULES.
2. Have NO spelling errors. Ask a friend to read your application for mistakes and clarity.
3. The quality of your slides, video or music samples, or written or other samples is of utmost importance. A good application can be eliminated from consideration by a poor work sample.
4. When submitting a DVD, present no more than 5-10 minutes of your very best work. A panelist will not search through a tape looking for good work. The disk should contain only the work you are submitting for consideration. Double check that the DVD and all copies work properly.
5. Be realistic in your project proposal. Take your career one step at a time. What you are proposing should be the next logical, artistic step forward. Your resume should show that you have the skills and experience to accomplish your project.
6. Support material must relate to your proposed project. If you request funds to attend a workshop or for specialized study, you should have a letter of acceptance or invitation. Include the brochure.
7. Avoid OVERKILL. Do not inundate the panel with support material. Keep your resume and experience lists to no more than two pages. Three high-quality letters of support are sufficient. One or two examples of your programs, catalogues, or reviews will suffice. Panelists will not read 20 pages of support.
8. Make sure your budget is detailed, showing accurate expenses and revenues. This shows that you have done your homework and know what your costs will be.
9. Use the actual application form. DO NOT recreate it. Panelists want to see the same format from each applicant – it makes their task easier. DO NOT exceed the established page limitations.
10. Attach samples of work, i.e. scripts, poems, short stories, etc. after the Work Sample ID Sheet. Do not bury your work sample in a creatively devised method of presentation.
11. Type your application. Handwriting is difficult to read and makes the task of the panelists much more difficult. Do not reduce the type size (no less than 10 point) to fit more copy on the page.
12. Do not go to the expense of presentation portfolios or elaborate binding (it will be removed before the applications are sent to panelists). Your project and the artistic quality of your work sample is being judged, not packaging.